



# CSA IT Applications

## New Coordinators Academy

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Office of Comprehensive Services



# CSA Main Website

www.csa.virginia.gov

The screenshot shows the homepage of the CSA Main Website. At the top, there is a navigation bar with "Virginia.gov", "Agencies | Governor", and a search box labeled "Search Virginia.Gov". Below this is a banner for the "Office of Children's Services" with the tagline "Empowering communities to serve youth" and an image of children. A dark blue bar below the banner contains the text: "Home || Public Comment is now being accepted on two policy matters before the State Executive Council. Please see the Proposed Policies Open for Contact Us".

The main content area is divided into three columns:

- Left Column (Navigation):**
  - For Parents
  - Systems of Care
  - Virginia Wraparound Center of Excellence (COE)
  - Local Government Contacts
  - Statewide Statistics
  - State Executive Council
  - State & Local Advisory Team
  - CSA Reports and Publications
  - CSA Code/Legislative Updates
  - Gap Survey
  - Archived News
- Center Column (Main Content):**
  - Welcome to the CSA Web Site!**
  - WHAT IS CSA?**  
The Children's Services Act (CSA) is now the name for a law enacted in 1993 that establishes a single state pool of funds to purchase services for at-risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth.
  - Mission Statement**  
The mission of the CSA is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth.
  - Administration of the CSA**  
The State Executive Council (SEC) is the supervisory body responsible for the establishment of programmatic and fiscal policies that support the purposes of the CSA. The Office of Children's Services (OCS) is the administrative entity responsible for implementation of the decisions of the SEC.
  - Vision Statement**  
OCS envisions CSA as a national model in providing effective and innovative systems of care statewide for at-risk youth and families. We strive for CSA to be highly regarded as a leader in: improving outcomes for children and their families; facilitating the highest quality technical assistance and training to strengthen the capacity of communities to implement CSA; maintaining high standards for sound fiscal accountability and responsible use of taxpayer funds; and partnering with families and all CSA stakeholders to implement best practices and technology to continually improve the performance of CSA. OCS strives to maintain an enthusiastic, creative and...
- Right Column (Quick Links):**
  - Administrative Memos
  - CSA Policy Manual and User Guide
  - Local Government Reporting
  - CANS
  - Program Audits
  - Technical Assistance
  - Resource Library
  - CSA Service Fee Directory
  - Training Calendar
  - Denial of Funds
  - Quick Links:**
    - Dept of Education
    - Dept of Social Services
    - Dept of Juvenile Justice

At the bottom left of the main content area, there is a button labeled "View CSA Expenditures" with a globe icon.



# CSA Mandatory Submissions

- A. Dataset Reports
- B. Expenditure File
- C. Pool Reimbursement Report



# CSA Mandatory Submissions

## Due Dates

<b>Required Reporting Due Dates</b>				
<b>Quarter</b>	<b>Data Set Report Due</b>		<b>Quarter</b>	<b>Expenditure File Report Due</b>
<b>Qtr 1; Sept 30</b>	no report		<b>Qtr 1; Sept 30*</b>	31-Oct
<b>Qtr 2; Dec 31</b>	31-Jan		<b>Qtr 2; Dec 31</b>	31-Jan
<b>Qtr 3; Mar 31</b>	30-Apr		<b>Qtr 3; Mar 31</b>	30-Apr
<b>Qtr 4; June30</b>	15-Oct		<b>Qtr 4; June 30</b>	31-Jul
<p><b>Note:</b> The Data Set and Expenditure file are two separate submissions. *The Qtr 1; Sept 30 Expenditure file submission is the only expenditure submission that will contain 2 program years.</p>				
<p><b>Pool Reimbursement Reports</b> are due on a Monthly / Quarterly frequency depending on the locality</p>				



# Navigation for Mandatory Submissions

## A. Dataset Reports

- CBDRS Users
  1. Local Government Reporting (Right Rail)
  2. CSA Expenditure Reporting
  3. Data Entry
  4. Interim Screen followed by Login



# Navigation for Mandatory Submissions

## A. Dataset Reports

- CBDRS Users
  5. Data Export
  6. Select Expenditure File
  7. Validate
  8. Export



## Navigation for Mandatory Submissions A. Dataset Reports → CBDRS Users

Home > [Local Government Reporting/Contacts](#)

**For Parents**

- Systems of Care
- Virginia Wraparound Center of Excellence (COE)
- Local Government Contacts
- Statewide Statistics
- State Executive Council
- State & Local Advisory Team
- CSA Reports and Publications
- CSA Code/Legislative Updates
- Gap Survey
- Archived News

[View CSA Expenditures](#)

**Local Government Reporting**

**Required Reporting Due Dates**

Quarter	Data Set Report Due	Quarter	Expenditure File Report Due
Qtr 1; Sept 30	no report	Qtr 1; Sept 30*	31-Oct
Qtr 2; Dec 31	31-Jan	Qtr 2; Dec 31	31-Jan
Qtr 3; Mar 31	30-Apr	Qtr 3; Mar 31	30-Apr
Qtr 4; June 30	15-Oct	Qtr 4; June 30	31-Jul

Note: The Data Set and Expenditure file are two separate submissions.  
\*The Qtr 1; Sept 30 Expenditure file submission is the only expenditure submission that will contain 2 program years.

**CSA Reports Preparer Log In Screen**

To access your information, please enter your Username & Password below.

Username

Password

[CPMT Fiscal Agents: Click here to access Login Report Approval](#)

[CSA Expenditure Reporting](#)

- Administrative Memos
- CSA Policy Manual and User Guidance
- Local Government Reporting**
- CANS
- Program Audits

**CSA Expenditure Reporting**

**File Upload**

**Data Entry**





# Navigation for Mandatory Submissions

## A. Dataset Reports → CBDRS Users

The screenshot shows a web application interface for data export. At the top is a navigation menu with items: Home, Child Master List, Create New Child, Create/Edit Provider, Adjustment, Data Export, Reports, Edit Users, and Log Out. The 'Data Export' menu item is highlighted with a red arrow labeled '5'. Below the menu is a section titled 'DATA EXPORT' with the instruction 'click "Vaildate" to check Errors Before Exporting Dataset'. The interface contains several elements: a radio button for 'Expenditure File DataSet' and a selected radio button for 'CSA', with a red arrow labeled '6' pointing to the 'CSA' option; a text label 'CSA Dataset due for FY15 Q2'; a dropdown menu with 'Select' and a downward arrow; and a set of buttons including 'Validate' (with a red arrow labeled '7' pointing to it), 'Export', 'View', 'Reset', and 'Print'. A red arrow labeled '8' points to the 'View' button.



## Navigation for Mandatory Submissions A. Dataset Reports → All other Users

Home > [Local Government Reporting/Contacts](#)

**For Parents**

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**Systems of Care**

---

Virginia Wraparound  
Center of Excellence (COE)

---

**Local Government  
Contacts**

---

Statewide Statistics

---

State Executive Council

---

State & Local Advisory  
Team

---

CSA Reports and  
Publications

---

CSA Code/Legislative  
Updates

---

Gap Survey

---

Archived News

---

[View CSA Expenditures](#)

**Local Government Reporting**

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**Required Reporting Due Dates**

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**[CSA Expenditure Reporting](#)**

**Administrative Memos**

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CSA Policy Manual and User Guidance

---

**Local Government Reporting**

---

CANS

---

Program Audits

---

Technical Assistance

---

Resource Library

---

CSA Service Fee Directory

**CSA Reports Destination Screen**  
You are logged in for [Click here to log out.](#)  
You may enter the section by choosing your destination below:

- [CSA Child Data Set](#)  
Click on reporting to CSA Set File. Please make sure you are logged in under your own name. You may have to be contacted if there are errors in your data file. You are currently logged in for:
- [CSA Pool Reimbursement Request Reports](#)
- [CSA Supplemental Allocation Request](#)
- [Actual Gross Data Set Expenditure Reports](#)  
Select FY
- Preparer Profile**
  - [Click here to enter/edit your preparer profile.](#)
  - [Add a new preparer](#)

**CSA Child Data Set Main Screen**  
You are logged in for [Click here to log out.](#)

- [Upload/Validate Data to CSA Data Set](#) [\(Instructions\)](#)
- [View Child Data Cards](#) (Data From 12/13/2015)  
[View & Print Child Data Cards](#)
- [View Federal ID Report](#)  
FY16  
FY 16-02 (Quarter Ending December 31, 2015)  
Prior Years
- [Get Child Data in Excel Format](#)



# Navigation for Mandatory Submissions

## B. Expenditure File

- All other Users
  1. Local Government Reporting (Right Rail)
  2. CSA Expenditure File
  3. File Upload
  4. Interim Screen
  5. Login (User/Password)
  6. Browse → Choose file → Submit



# Navigation for Mandatory Submissions

## B. Expenditure File

- CBDRS Users
  1. Login to CBDRS System
  2. Data Export
  3. Select Expenditure File
  4. Generate
  5. Export



# Navigation for Mandatory Submissions

## B. Expenditure File → CBDRS Users

Home | Child Master List | Create New Child | Create/Edit Provider | Adjustment | **Data Export** | Reports | Edit Users | Log Out

**DATA EXPORT**

*click "Generate to View Expenditure before Exporting Data"*

Expenditure File |  CSA  
DataSet

Start Date: 10/1/2014 End Date: 12/30/2014

View Previous Exports

Select

Generate Export

View Reset Print



# Navigation for Mandatory Submissions

## B. Expenditure File

- All other Users
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  3. File Upload
  4. Login (User/Password)
  5. Choose → Submit



# Navigation for Mandatory Submissions

## B. Expenditure File → All other Users

Home > [Local Government Reporting/Contacts](#)

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**CSA Expenditure Reporting**

- File Upload**
- Data Entry

**Office of Children's Services**  
Empowering communities to serve youth

**Office of Children's Services**  
Empowering communities to serve youth

Username

Password

[Password Reset](#)



# Navigation for Mandatory Submissions

## C. Pool Reimbursement Report

### **1. Report Preparer**

- a) Preparers the report

### **2. Fiscal Agent**

- a) Approves the report



# CSA other applications

- Local Government Contacts
- Statewide Statistics
- Gap Survey
- CANS
- CSA Service Fee Directory
- Training Calendar



# CSA other applications

Virginia.gov Agencies | Governor Search Virginia.Gov

Office of Children's Services Empowering communities to serve youth

Home || Public Comment is now being accepted on two policy matters before the State Executive Council. Please see the Proposed Policies Open for Contact Us

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**CSA Service Fee Directory**

**Training Calendar**

**Denial of Funds**

**Quick Links:**

- Dept of Education
- Dept of Social Services
- Dept of Juvenile Justice



# CSA other applications

## Local Government Contacts

- View Rosters
- Update Rosters
- User Registration



# CSA other applications

## Statewide Statistics

- Performance Dashboard
- Data Set Reports
- CSA Pool Expenditure Reports
- CSA Filing Status Report



# CSA other applications

## Statewide Statistics

- CSA Filing Status Report

**Filing Status Report**

FY:  QTR:

See Prior

FY	QTR
2015	1
2014	2
2013	3
2012	4
2011	
2010	
2009	
2008	
2007	
2006	
2005	



# CSA other applications

## Statewide Statistics → CSA Filing Status Report

**CSA REPORTING** February 04, 2016

CSA Reporting Filing Status Report FY16-QTR 2							
		CSA Pool Reimbursement Reporting		CSA Data Set Reporting		CSA Expenditure Reporting	DSS IV-E Expenditure Reporting
FIPS	Locality	Last Date Fiscal Agent Approved Pool Report	Last Period Fiscal Agent Approved Pool Report	Date Submission Completed	Days after 1/31/2016 Filing Date	Date File submitted	Date File Submitted
1	Accomack	01/26/2016	12/31/2015	01/26/2016	-	01/26/2016	01/27/2016
3	Albemarle	01/11/2016	12/31/2015	01/27/2016	-	01/27/2016	01/27/2016
5	Alleghany	01/14/2016	12/31/2015	01/11/2016	-	01/11/2016	01/11/2016
7	Amelia	01/12/2016	12/31/2015	01/26/2016	-	01/26/2016	01/28/2016
9	Amherst	02/02/2016	12/31/2015	02/01/2016	-	02/01/2016	01/26/2016
11	Appomattox	12/09/2015	11/30/2015	01/20/2016	-	01/20/2016	01/27/2016
13	Arlington	01/12/2016	12/31/2015	01/29/2016	-	01/28/2016	01/22/2016
15	Augusta	02/01/2016	01/31/2016	01/29/2016	-	01/29/2016	01/29/2016
17	Bath	01/08/2016	12/31/2015	01/27/2016	-	01/27/2016	01/08/2016
19	Bedford County	01/14/2016	12/31/2015	01/28/2016	-	01/28/2016	01/28/2016
21	Bland	12/04/2015	11/30/2015	02/03/2016	3	01/27/2016	01/27/2016
23	Botetourt	01/30/2016	12/31/2015	01/26/2016	-	01/26/2016	
25	Brunswick	01/08/2016	12/31/2015	01/28/2016	-	01/06/2016	
27	Buchanan	01/04/2016	12/31/2015	01/12/2016	-	01/12/2016	01/12/2016
29	Buckingham	10/06/2015	09/30/2015		-		
31	Campbell	01/05/2016	12/31/2015	01/31/2016	-	01/29/2016	01/29/2016
33	Caroline	01/12/2016	12/31/2015	01/07/2016	-	01/08/2016	01/08/2016



# Data Security

- CSA is NOT on a private network. All communications to and from state and local is transmitted through the Commonwealth's enterprise network along with communications to and from many other state agencies.
- In order to protect the confidentiality of sensitive information (e.g. Personally Identifiable Information (PII) : Name, Address, SSN, DOB, Phone#, OASIS Id etc.) transmitted in electronic communications, it is necessary to encrypt the sensitive information prior to transmission.
- Use Microsoft File Encryption to encrypt sensitive information that will be sent over the Internet.



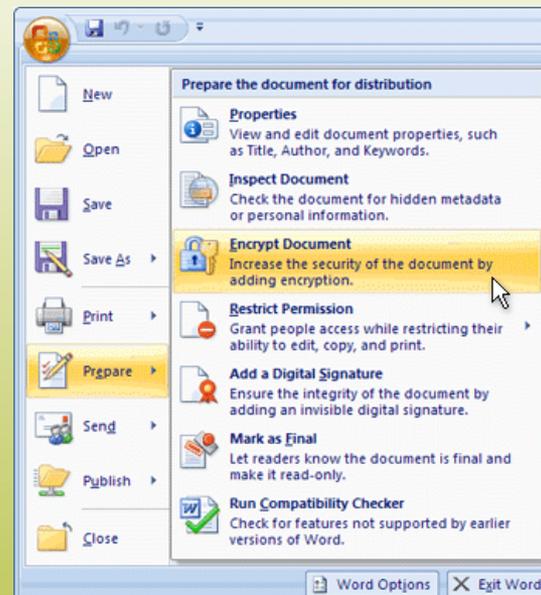
# Procedures to encrypt sensitive information

You will need to communicate the password to the recipient in a separate email. **Never include the password in the same email with the encrypted file; always send the password in a separate email**

Set a password in a Word document

1. To encrypt your file and set a password to open it by clicking the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.

NOTE: No sensitive information should be included in the body of the email because the email itself cannot be encrypted.





# Procedures to encrypt sensitive information

2. In the **Encrypt Document** dialog box, in the **Password** box, type a password, and then click **OK**.
3. You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.
4. In the **Confirm Password** dialog box, in the **Reenter password** box, type the password again, and then click **OK**.
5. To save the password, save the file.

NOTE: Attach the encrypted file to an email and send it to the recipient. Do not include the password in this email. In a separate email to the recipient, send them the password. Send it with a blank Subject line so it is not associated with the email containing the encrypted file.



## Remove password protection from a Word document

- Use the password to open the document.
- Click the **Microsoft Office Button**  point to **Prepare**, and then click **Encrypt Document**.
- In the **Encrypt Document** dialog box, in the **Password** box, delete the encrypted password, and then click **OK**.
- Save the file.



## For more information:

Preetha Agrawal

Office of Children's Services

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804-662-9814

[www.csa.virginia.gov](http://www.csa.virginia.gov)